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ABSTRACT

This guide was developed as a "how to" training device for printing AppleWorks version 2.0 word processor files using the Apple IIGS computer with two disk drives. Step-by-step instructions are provided for loading the word processor files, selecting the print option, printing files, and obtaining additional help. For each step, a diagram of the screen display is included. (GL)

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PRINTING APPLEWORKS V2.0 WORD PROCESSOR FILES USING THE APPLE IIGS COMPUTER

FIRST EDITION

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1989

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INTRODUCTION

"Printing AppleWorks V2.0 Word Processor Files Using The Apple IIGS Computer" was developed for use as a "how to" training device. It can be used with Apple IIGS computers which have two disk drives. Its development was accomplished using one 3 1/2" and one 5 1/4" drive, 5 1/4" floppy disks, and the 2.0 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V2.0 of the AppleWorks program is used to merge spreadsheet files into word processor files. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.

2. Two disk drives.

3. A copy of the AppleWorks program.

4. One data disk upon which is stored, a word processor file and a spreadsheet file.

If this document is to be used as it was intended, users must know how to:

1. Turn on the computer.

2. Bring word processor and spreadsheet files from a data disk to the computer desktop.

After using this document, Apple IIGS computer operators should be able to use AppleWorks V2.0 to print word processor files. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

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DIRECTIONS

01. File Loading. Bring the word processor file with which you wish to work to the desktop. Your monitor screen will appear similar to the example shown in Figure 1.

File: WP01198.007 REVIEW/ADD/CHANGE Escape: Main Menu

^PROGRAM DESCRIPTION^

--------Justified

Each year, beginning in the spring, Department of Defense Dependent Schools, Pacific Region conducts a Junior Science and Humanities Symposium program. Students are invited to conduct original research in the sciences, mathematics, the humanities and computer applications that relate to research in those three fields. The research period ends in early spring of the next year. Following conclusion of the research period, students who complete research projects and the writing of research project papers spend a week presenting their research to other students, visiting locations where research is actively being conducted, participating in Japanese-American cultural events and a host of other activities. During the week, three top student researchers are chosen from the participants. Later in the spring, the winning stucents travel to the National Junior Science and Humanities Symposium in the United States where the first place researcher presents his or her research paper again; this time to student researchers from the entire United States. The student who presents his or her paper at the National Symposium

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Type entry or use @ commands Line 130 Column 29 @-? for Help

Figure 1. The Monitor Screen Showing An Example Word Processor File.

02. Selecting The Print Option.

a. Press the OPEN-APPLE and the "P" keys at the same time (see Figure 2).

File: WP01217.007 PRINT MENU Escape: Review/Add/Change

--------Centered

November 21, !989

--------Justified

MEMORANDUM FOR District Superintendent of Schools,
Philippines

SUBJECT: Regional Science Task Group Working Session

1. A regional science task group meeting will be held at the Regional Office January 18-19, 1990. This will be working meeting where participants put together the contributions of the four district science task groups into a final revised science objectives (DSM 2200.1) booklet.

2. It is requested that you select one grade 6 or 7 teacher to attend this meeting, prepare the necessary travel orders and notify me of your selectee's approximate arrival time.

Print from? Beginning This page Cursor

Figure 2. The Monitor Screen After Selecting The Print Option.

03. Printing The File.

a. Use the ARROW keys to highlight the point from which you want the printer to begin printing.

b. Press the RETURN key once (see Figure 3).

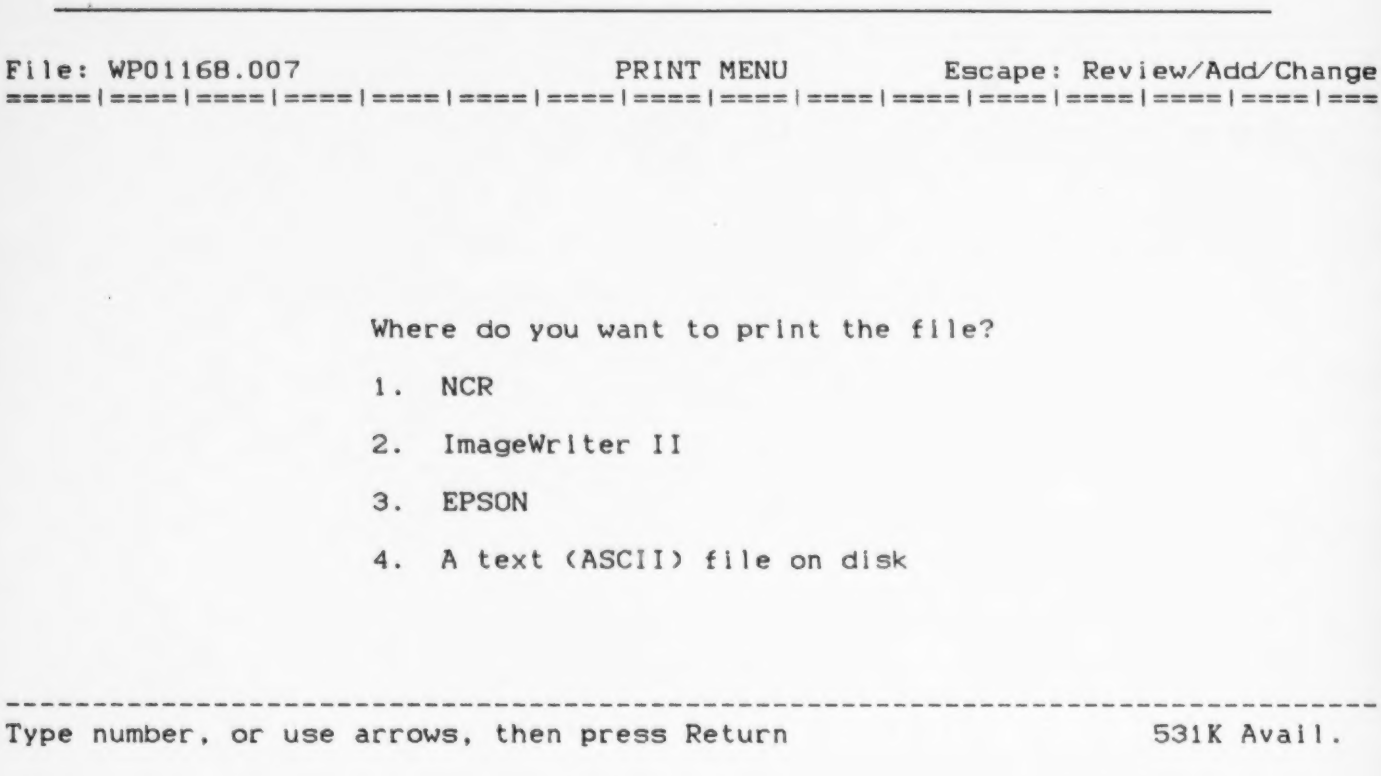

Figure 3. The Monitor Screen After Selecting The "Beginning" Option.

c. Use the DOWN-ARROW key and highlight the type of printer used with your equipment.

d. Press the RETURN key once (see Figure 4).

Figure 4. The Monitor Screen After Entering The Printer Type.

e. Type the number of copies you wish the computer to print (see Figure 5).

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File: WP01217.007                    PRINT MENU                    Escape: Erase entry
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===

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How many copies? 6                                                   370K Avail.
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Figure 5. The Monitor Screen Showing The Number Of Copies To Be Printed.

f. Insure that your printer is on, has paper fed to it and so on.

g. Press the RETURN key once. Your printer should print your document and, following completion of the print operation, return the document to the monitor screen again (see Figure 6).

File: WP01168.007 REVIEW/ADD/CHANGE Escape: Main Menu

District Superintendent, Japan
APO San Francisco 96338-0005

November 15, 1989

MEMORANDUM FOR Principal, Zama High School

SUBJECT: DoDDS Japan Grades 7-12 Science Leadership Council Meeting

1. The District Superintendent of Schools, Japan will sponsor a one day science leadership meeting at DSO, Yokota Air Base on 12 February 1990 from 0900-1500.

2. The council this year will be composed of the science department chairs from the DoDDS-Japan middle and high schools. The name of your representative should be forwarded to my office to arrive not later than 15 December 1989.

Type entry or use @ commands Line 2 Column 16 @-? for Help

Figure 6. The Monitor Screen After Completion Of The Printing Process

04. Additional Help. If you need additional help printing your document, consult the AppleWorks user's manual.